

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 300—General

PART 300-1--THE FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

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- § 300-1.1 What is the Federal Aviation Administration Travel Policy?** The Federal Aviation Administration Travel Policy (FAATP) is the document which establishes the policies governing official travel and relocation by all FAA employees.
- § 300-1.2 What is the authority for FAA to issue the FAATP?** Section 347 of Pub. L. 104-50—Department of Transportation and Related Agencies Appropriations Act, 1996. Section 347 of Pub. L. 104-50 grants the Administrator authority to develop a personnel system with new personnel policies, including travel policies, and to exempt FAA from certain provisions of title 5, United States Code, and implementing Governmentwide regulations, including the Federal Travel Regulation.
- § 300-1.3 What are the goals of the FAATP?** The goals are:
- (a) To provide equitable reimbursement to employees for additional expenses incurred while performing official travel or while relocating at Government expense;
 - (b) To ease administrative burdens placed on FAA; and
 - (c) To limit FAA's costs.
- § 300-1.4 How is the FAATP organized?** The FAATP is organized into 5 chapters as follows:

Chapter	Contains the rules applicable to:
300	The entire FAATP.
301	Employees performing official business travel.
302	Employees relocating at Government expense.
303	Transportation of an employee's remains, family and personal effects when an employee dies.
304	Acceptance of payment from a non-Federal source for travel expenses.

- § 300-1.5 Who is responsible for issuing the FAATP?** The Assistant Administrator for Financial Services has been delegated the authority to issue amendments to the FAATP.

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§ 300-1.6	Who should I contact if I have questions regarding the FAATP?	You should ask the accounting office processing your claim. The accounting office processing your claim is responsible for applying the provisions of the FAATP to your particular claim. If they require an interpretation or explanation of the provisions, they will contact the Financial Services Branch (AFM-330).
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